

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4400.59A

SUBJ: FEDERAL AVIATION ACQUISITION MANUAL

1. PURPOSE. This order establishes and prescribes procedures for the Federal Aviation Acquisition Manual (FAAM). The FAAM consists of acquisition policy and acquisition procedures issuances. This order also implements and transmits, as Appendix 1, Order DOT 4200.18A, Department of Transportation Acquisition Manual (TAM).
2. DISTRIBUTION: This order is distributed to the Division level in Washington, regions, and centers, with limited distribution to all field offices and facilities.
3. CANCELLATION. FAA Order 4400.59, Federal Aviation Acquisition Manual, dated April 1, 1991 is canceled.
4. EXPLANATION OF CHANGES. This order:
 - ✓ a. Revises and expands the FAAM process described in Order FAA 4400.59; *(couldn't find FAA order 4400.59)*
 - ✓ b. Provides for FAAM issuances consolidating all acquisition policies and procedures into one document series for ease of use.
 - ✓ c. Establishes two levels of signatory authority depending on the nature of the acquisition directive being issued;
 - d. Defines categories of issuances, consistent with TAM terminology;
 - ✓ e. Replaces ACQ-1 memo "Federal Aviation Acquisition Manual Format", dated December 16, 1991, regarding the numbering scheme for FAAM issuances; *provides numbering scheme for procurement lineage FAAM issuances only.*
 - ✓ f. Retains the use of the existing FAA order format for FAAM issuances on major system acquisition topics, and replaces the order format for issuances pertaining to procurement and other acquisition-related topics which implement or supplement procurement policy source documents such as the Federal Acquisition Regulation (FAR), Transportation Acquisition Regulation (TAR) and/or Transportation Acquisition Manual (TAM). (See also paragraph 8.)

Distribution: A-WXYZ-2; A-FOF-0(LTD)

Initiated By: ASU-100

5. SCOPE. This order applies to all FAA organizations involved in the acquisition of supplies and/or services.

6. POLICY.

a. The FAAM provides policy direction and standard internal operating procedures for acquiring supplies and/or services within the FAA. The FAAM does not impose requirements of the type that require publication in the Federal Register; therefore, the procedural requirements for issuing a regulation do not apply to the FAAM.

b. The FAAM consists of two types of issuances, ^① those which apply primarily to Major System Acquisitions (MSA's), and ^② those which implement or supplement the Federal Acquisition Regulation (FAR), the Transportation Acquisition Regulation (TAR) and the Transportation Acquisition Manual (TAM) to reflect the FAA's internal requirements and procedures (hereafter referred to as "procurement lineage" FAAM's). These types of issuances are discussed at more length under paragraphs 8 and 9. 7-7

c. FAA organizations may promulgate local acquisition procedures, internal to their operations, providing they do not conflict with the policies and procedures of the FAR, TAR, TAM, FAAM, or DOT or FAA orders.

7. RESPONSIBILITIES.

a. Major System Acquisition (MSA) FAAM Issuances. Any organization may draft FAAM issuances to replace directives on the same subjects for which they retain policy-making authority, or for subjects not previously covered for which they have policy-making authority. These issuances will be signed and issued by the Executive Director for Acquisition and Safety Oversight, AXQ-1.

b. Procurement Lineage FAAM Issuances. The Office of Acquisition Support is responsible for the formulation and maintenance of this portion of the FAAM, and for numbering these FAAM issuances. These directives will be signed and issued by the Director of Acquisition Support, ASU-1.

8. FORMATS.

a. Major System Acquisition FAAM Issuances. These may be structured in accordance with the established format for FAA orders. - 106-

b. Procurement Lineage FAAM Issuances. These use the arrangement and numbering system prescribed in the TAR and are written in the FAR and TAR drafting methodology (i.e., "newspaper" columns).

Are these the formats shown in Appendix 243? ✓
yes see pg. 3

(1) These FAAM issuances are disseminated by: 1) Bulletins (which summarize individual FAAM chapter/subchapter coverage, and which transmit the chapters/subchapters); 2) Notices (for temporary or short-term coverage); 3) Change Pages (updates to previously-issued chapters/subchapters); and 4) Chapters/Subchapters (the primary topic coverage).

(2) FAAM information which implements the FAR, TAR, or TAM is numbered to correspond with the FAR or TAR part, subpart or section, or TAM chapter, subchapter or subsection involved, preceded by the letters "FAAM." FAAM information which supplements the FAR, TAR or TAM is similarly numbered, followed by a "90" designator. FAAM Chapters 1290 through 1299 (presently "reserved") may be used to issue FAA acquisition policies and procedures for topics which are not directly addressed in the FAR, TAR, or TAM. Examples of the procurement lineage FAAM numbering format are as follows:

<u>FAR</u>	<u>FAAM Implementation</u>	<u>FAAM Supplement</u>
19	FAAM 1219	FAAM 1219.90
19.5	FAAM 1219.5	FAAM 1219.590
19.501	FAAM 1219.501	FAAM 1219.501-90
19.501-1	FAAM 1219.501-1	FAAM 1219.501-190
[none]	N/A	FAAM 1270.90 *
<u>TAR/TAM</u>	<u>FAAM Implementation</u>	<u>FAAM Supplement</u>
1219	FAAM 1219	FAAM 1219.90
1219.5	FAAM 1219.5	FAAM 1219.590
1219.501	FAAM 1219.501	FAAM 1219.501-90
1219.501-1	FAAM 1219.501-1	FAAM 1219.501-190
[none]	N/A	FAAM 1271.90 *

✓(3) FAAM Bulletins shall be formatted as illustrated in the Appendix 2 sample.

✓(4) FAAM Chapters/Subchapters shall be formatted as illustrated in the Appendix 3 sample.

9. DIRECTIVE CANCELLATION. Existing FAA orders on acquisition matters remain in full force and effect until otherwise canceled or superseded by a directive or a FAAM issuance, and existing FAA notices on acquisition matters remain in full force and effect until expired.

10. FILING INSTRUCTIONS FOR FAAM ISSUANCES.

a. Major System Acquisition FAAM's. These FAAM issuances will be filed in numerical sequence, and collocated with other MSA FAAM's to facilitate their use and comprehension.

b. Procurement Lineage FAAM's. These FAAM issuances are not intended to be stand-alone documents, and must usually be read in conjunction with the FAR, TAR, and/or TAM. They will normally be interleaved with related TAM coverage, as indicated in the issuing document.

11. STANDARD DISTRIBUTION OF FAAM ISSUANCES. FAAM issuances will be distributed to the Division level in Washington headquarters, regions and centers, with limited distribution to all field offices and facilities.

Thomas C. Richards
Administrator

U.S. Department
of Transportation

Federal Aviation
Administration

FEDERAL AVIATION ACQUISITION MANUAL
BULLETIN
FB 92-X

DATE ISSUED:
DATE EXPIRES: UPON NOTIFICATION

SUBJECT: Delegation of Contracting Officer Authority

PURPOSE: This bulletin transmits FAAM Subchapter 1201.6, which establishes the procedure for supervisors to recommend contracting officer authority (GS/GM 1102 series only) to certain individuals, based on their experience and training.

BACKGROUND. The FAA Subcommittee on Acquisition Delegations determined that the feasibility of delegating contracting officer authority to lower levels should be explored. As a result, subcommittee recommended that an FAA-wide contracting officer authority program be implemented which permits local refinements. Delegation of contracting authority will be based on the individual's procurement experience and training.

ACTION: The provisions of this notice do not supplant those of FAA Orders 4405.1D or LG 4405.2B. (Those two orders and this notice may be consolidated into a single FAAM issuance in the future.) The policy changes provide for a single, systematic contracting officer authority program agency-wide, to ensure consistency with FAA Order 3410.16 (Procurement Career Management System). Other than for small purchases, contracting officers may not be appointed below the GS-9 level (except for the 2 year "grace" period for incumbents).

REQUIRED DISPOSITION: Insert this entire notice in Subchapter 1.6 of the Transportation Acquisition Manual (TAM).

DISTRIBUTION: To the Division level in Washington headquarters, regions and centers, with limited distribution to all field offices and facilities.

Carolyn Blum
Director of Acquisition
Support, ASU-1

(SAMPLE FAAM SUBCHAPTER)

FAAM CHAPTER 1201 -- FEDERAL
ACQUISITION REGULATION SYSTEM

FAAM SUBCHAPTER 1201.6--CONTRACTING
AUTHORITY AND RESPONSIBILITIES

FAAM 1201.602 Contracting officers
(a) Contracting officers shall
receive appointments from appointing
authorities (see FAAM 1201.603).

FAAM 1201.603 Selection,
appointment, and termination of
selection

FAAM 1201.603-1 General

The objective of having a
systematic contracting officer
authority program is to ensure that
only fully qualified individuals can
obligate the Government for the
expenditure of public funds for the
acquisition of supplies and
services. The delegation of
contracting officer authority is
consistent with the
professional GS-1102 workforce and
should allow for a better trained
workforce. The increased delegation
of authority combines responsibility
with authority, and the acquisition
process should be streamlined by
delegating additional contracting
officer authority.

FAAM 1201.603-190

The authority to issue
contracting officer warrants has
been delegated to the Head of the
Contracting Activity (HCA) for the
regions and centers (with
relegation available in
accordance with region/center

procedures) and to the Manager,
Contracts Division, ASU-300, in
headquarters.

FAAM 1201.603-191 Application

This FAAM subchapter applies to
procurement personnel in positions
no lower than a GS-1102-9 nor higher
than a GS-1102-13. Except for small
purchases accomplished by the
issuance of Purchase Orders,
contracting officers may not be
appointed below the GS-9 level.
However, existing contracting
officers below the GS-9 level, who
were appointed prior to the
effective date of this policy, are
permitted to retain their
appointments for a period ending no
later than December 31, 1993. At
the discretion of the appointing
authority, those appointments may be
cancelled at any time up through
December 31, 1993.

FAAM 1201.603-2 Selection

In order to establish contracting
officer warrants, the following
procedure shall be followed:

(a) The standard for fully
qualified individuals can be best
judged by the individual's
supervisor. When a supervisor
believes an individual has
demonstrated competence required for
the appropriate authority level,
the supervisor may recommend
selection, in accordance with FAR
1.603-2. The following issues must
be addressed in the justification
accompanying the recommendation:

(1) the level of supervisory review;
(2) the dollar limitation associated with the warrant;
(3) the level of experience that the proposed contracting officer has demonstrated in order to be delegated contracting officer authority; and
(4) the training that the proposed contracting officer has obtained which has been considered as part of the proposal to delegate him/her contracting officer authority.

(b) Selectees (determined in accordance with paragraph (a) preceding) shall then be issued an SF 1402 "Certificate of Appointment", in accordance with FAR 1.603-3, to confirm their appointments as contracting officers.

(c) FAA Order 3410.16, Procurement Career Management System, specifies the mandatory training at various grade levels for procurement personnel. This order implements the Office of Federal Procurement Policy (OFPP) Federal Acquisition Workforce Improvement Act requirements for mandatory training of procurement personnel. Supervisors shall use FAA Order 3410.16 as guidance when making determinations on specific delegations.

(d) The Department of Transportation Acquisition Career Development Program provides general requirements to assist in assessing an individual candidate's acquisition experience.

(e) Except for the restrictions in 1201.603-191 above, there are no prescribed dollar thresholds for delegations under this directive. However, dollar thresholds (in addition to the individual's experience, training and demonstrated procurement competence) should be a major consideration when determining an individual's level of authority.

Office of Primary Interest: ASU-100



S T A F F N O T E

TO: AND-3, AND-10, AND-20, AND-30, ANA-1, ANC-1, ANN-1, ANR-1,
ANW-1, AAP-1

SUBJECT: Draft Order FAA Acquisition Manual

FROM: KENNETH WARD, AND-4 *[Signature]*
SPECIAL ASSISTANT, NAS DEVELOPMENT

DATE: July 10, 1992

Attached is draft Order 4400.59A, Federal Aviation Acquisition Manual, for your comment. The effect of the order appears to be a complete change to the method for codifying and distributing acquisition and procurement information in the FAA.

Please provide your comments to AND-4 for consolidation no later than JULY 29. For questions contact AND-4 at 202-267-9080.

FROM	ASU-100		DATE-CORRESP.	7/8/92	CONTROL NO.	AND-92-117
SUBJECT	C.R. _ FAA Acquisition Manual		DATE RECD.	7/9	SUSPENSE DATE	8/2
REMARKS			TO		DATE	
			1	AND-4	7/9	
			2			
			3			
			4			
ACTION TAKEN			5			
<input type="checkbox"/> NO ACTION NECESSARY						
DATE ACKNOWLEDGED _____ BY _____						
DATE ANSWERED _____ BY _____						
OTHER _____						

FAA Form 1770-5 (1-72)

MAIL CONTROL

FORMERLY FAA FORM 1828

4-5-58

1. SA COVER

4-5-58

PERSON MOST FAMILIAR WITH ATTACHED

A. Stephens

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ASU-130

TELEPHONE
X66892

Establishes and prescribes procedures for the Federal Aviation Acquisition Manual (FAAM). The FAAM consists of Acquisition policy and acquisition procedures issuances. This order also implements and transmits, as Appendix 1, Order DOT 4200.18A, Department of Transportation Acquisition Manual (TAM).

All Headquarters Office and Service Heads, Regional Administrators and Center Directors.

ROUTING SYMBOL	INIT	ROUTING SYMBOL	DATE	SIGNATURE AND OFFICIAL SYMBOL	DATE	OFFICE FORMS APPROVAL	OFFICE REPORT APPROVAL
ASU-100		ASU-130		Richard Heironimus, Manager Management, Plans, & Evaluation Division	7/8/92		

DEADLINE DATE AUG 3 1992

ROUTING SYMBOL	INTERNAL CLEARANCE			SIGNATURE AND ROUTING SYMBOL	DATE	CONCUR Substance & Distribution		NON-CONCUR Comment Attached	COR-ACC-CH-M
	INIT	ROUTING SYMBOL	DATE			No Comment	Comment Attached		
				AAL-1/ACE-1/AGL-1/ANM-1/ANE-1/AEA-1					
				ASW-1/AWP-1/AMC-1/ACM-1/ASO-1/					
				AAP-1/AAS-1/ASU-1/POV-1/ASC-1/ACI-1/					
				ACQ-1/ACO-1/ACP-1/ACZ-1/APO-1/AEE-1/					
				AIA-1/ABU-1/AAA-1/ATL-1/AHD-1/ALP-1/					
				APN-1/AHT-1/ATQ-1/AAI-1/AIR-1/ARM-1/					
				APM-1/ASE-1/AND-1/ANS-1/ASM-1/ATR-1/					
				ATP-1/ATH-1/ATZ-1/ATM-1/ACS-1/ACR-1/					
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	FINAL ADMINISTRATIVE CLEARANCE								
	FINAL APPROVAL (Authorizing Release)					DATE APPROVED			

FAA Form 1300-2 (10/82)